



CITY OF WEST LAFAYETTE

Job title	<i>Part-Time Laboratory Technician</i>
Reports to	<i>Laboratory Manager</i>

Job purpose

Incumbent works under the general direction of the Laboratory Manager or other assigned supervisor. He/She performs routine laboratory analyses to determine wastewater quality. The technician performs testing in relation to the utility's NPDES Permit, process control and sludge management requirements.

Duties and responsibilities

- Performs routine chemical and biological analysis of municipal samples, in accordance with approved state and federal protocols, SOP's, Quality Control and Assurance Plan and Laboratory Chemical Hygiene Plan.
- Assists with the collection of municipal samples and performs analyses to produce accurate results in a cost effective and safe manner.
- Adheres to the Utility's safety policies.
- Routine cleaning of glassware and disposal of samples upon completion of testing.
- Assists the Laboratory Manager in routine housekeeping duties and inventory control.
- Performs other related duties as required.

Qualifications

Qualifications include:

- Graduation from an accredited high school or equivalent.
- A minimum of high school level knowledge of chemistry and algebra.
- Computer competency, including knowledge of Excel and Word.
- Must have a valid Indiana drivers' license or the ability to obtain one within 90 days.
- Must be able to follow laboratory technical instructions, analytical procedures and perform analyses independently.
- The ability to operate, perform basic troubleshooting and maintenance of laboratory instrumentation
- Possession of valid Indiana Department of Environmental Management Class I Municipal Wastewater Operator or the ability to obtain by reciprocity or examination within two years.
- Basic knowledge of municipal wastewater analysis and sample collection methods through experience or schooling.
- The ability to establish and maintain effective working relationships with fellow employees, supervisors, other departments, contractors, consultants, and the public.
- The ability to interact with others in a courteous, tactful, diplomatic, and persuasive manner when training others.
- The ability to understand the concepts of the laboratory's Quality Control/Quality Assurance Program and implement these concepts.

Working conditions

Incumbent works most of the day in the laboratory environment. He/She must have the ability to be mobile in a variety of monitoring/testing situations including the wastewater facility, industries and their pretreatment systems, collection systems, and groundwater and river locations.

Physical requirements

1. Incumbent is required to lift (20 lbs.), bend, walk, climb, crawl, and reach in order to obtain samples and maintain monitoring equipment.
2. Actions and decisions are controlled through the application of law, rules, regulations, and guidelines such as set by Indiana State Board of Health, Indiana Department of Environmental Management, Municipal codes, labor laws, and U.S. Environmental Protection Agency.
3. Incumbent will be exposed to chemical, biological, and physical hazards. Personal protective gear must be worn to prevent exposure to these hazards as dictated by the safety guidelines and rules.

Direct reports

None.

Approved by:	
Date approved:	
Reviewed:	<i>January 2018</i>

*City of West Lafayette Human Resources Department
Updated Job Description Template: June 2017*